

Sophia Handel

Elkridge, MD | 443.758.6930 | Sophie.handel101@gmail.com

Career Profile

Accomplished media producer, highly regarded for managing complex projects that meet demanding time restraints and exceed all expectations for high-profile companies. Proven track record of guiding full production lifecycles, including communication objectives, talent/asset management, and video/copy editing. Comfortable working independently or collaboratively to ensure deliverables align with the client's vision and budgetary constraints. Recognized for superb communication skills, with the capacity to lead and mentor diverse individuals while building productive, professional relationships.

Core Competencies

- Cross-Functional Collaboration
- Content Development
- Teamwork
- Resource Management
- Production Leadership
- Planning and Evaluating
- Talent Management
- Asset Management
- Video Editing

Technical Proficiencies

Adobe Creative Suite, Microsoft Suite, Google Workspace, OBS, ChatGPT, Gemini, InVideo AI, Descript AI, Topaz AI, Monday.com, Temi, Grammarly, Dragon Frame, Notion,

Professional Experience

The Hatcher Group, 40+ HRS per week, May 2021-Present

Senior Associate Producer

Ensured 100% uptime for \$50,000 worth of camera equipment through meticulous inventory management. Trained and mentored new employees to integrate them into various client-facing contracts and projects. Leveraged multimedia storytelling to deliver strategic marketing and communications services to clients, including:

Open Society Institute – Baltimore

- Crafted 13 well-produced 25th-anniversary videos for the Open Society Institute.
- Communicated the benefits and values of Institute membership through visual, audio, and text elements.
- Delivered results to the client through the effective management of scheduling, interviews, scripts, and post-production.

Congressional Black Caucus Foundation, 2023 Phoenix Awards

- Produced videos for the 2023 Phoenix Awards: Center for Policy Analysis and Research, Leadership Institute, and In Memoriam.
- Recognized by Foundation leadership for flawlessly actualizing the project vision while adding unique touches.

Federal Bureau of Investigation

- Spearheaded pre-production efforts, shot supplemental footage, and served as a production assistant for the FBI's June photoshoot.
- Controlled gear and talent, equipment setup, asset management, and organization following the shoot.
- Selected the optimal images for review by client representatives and campaign stakeholders.

National Assessment Governing Board

- Appointed as the Pre-Production Coordinator for two video series: the NAGB Historical Site Videos and Street Interview Videos.
- Co-live-streamed the 2022 Civics and U.S. History Release event at the Capitol Building, showcasing all videos and reaching over 500 viewers.

National Fish and Wildlife Foundation

- Directed event logistics, photography, and videography support.
- Demonstrated knowledge of the Foundation's mission and goals throughout production and in the final product.
- Guided the production of videos to celebrate the success of the Deepwater Horizon Oceanic Fish Restoration Project.

Maryland 529

- Maintained oversight of the shot list, schedule, and call sheets while coordinating talent and production.
- Streamlined project execution by efficiently managing the Notion board and ensuring all necessary administrative paperwork (COVID-19 clearance, questionnaires, and talent release forms) was obtained and completed correctly and on time.
- Efficiently allocated available resources and assets, including equipment, materials, and human capital.

Property Management, 7 HRS per week, October 2023-Present

Owner

- Manages rental property, ensuring 100% occupancy while maintaining a safe and clean premise.
- Administer financial functions such as accounts payable and accounts receivable including collecting security deposits, and rent, managing budgets, paying bills, drafting and managing contracts, and properly investing to further ROI and customer satisfaction.

Campus Travel Management, 3 HRS per week, January 2023-Present

Operations Officer

- Interface with clients to define their requirements/goals to inform the creation of compelling, data-backed, AI-powered videos related to assisting educational institutions in generating revenue through campus-related hotel bookings.
- Ensure that final deliverables meet desired aesthetics and other specifications, with on-time and within-budget completion.

The Coalition for College Cost Savings, 5 HRS per week, February-March 2024

Producer & Editor

- Crafted AI-driven videos tailored to client needs, empowering schools to embrace sustainable energy through the Coalition's ESP program.

Stage Directors and Choreographers Foundation, 3 HRS per week, April-May 2024

Video Editor & Co-Livestream Manager

- Spearheaded the production of the SDCF's annual awards show in collaboration with the director, guaranteeing maximum visibility for all nominees and awardees.
- Delivered a flawless edit, ensuring a smooth livestream via OBS and timely asset delivery to Google Drive.
- Secured contract extension with SDCF, delivering a series of short award recipient videos with integrated closed captioning.

Adulting with Jane, 5 HRS per week, May 2020-January 2021

Content Strategist

- Crafted collaborative marketing campaigns and edited promotional trailers for the series premiere on Amazon Prime.
- Conceptualized approaches and strategies to achieve campaign KPIs including ad engagement and show viewership.
- Presented final products to showrunners to obtain approval and buy-in.

New York University, 6 HRS per week, June 2021

Video Editor & Talent Manager

- Spearheaded the production and distribution of a virtual play for the Tisch School of the Arts by overseeing visual, audio, and written content development.
- Partnered with the director; liaised with students to visualize the final product and ensure script adherence during pre-production.
- Provided leadership and motivation to twenty subordinates or team members to drive on-time completion.

Stage Directors and Choreographers Foundation, 4 HRS per week, February 2021

Video Editor

- Coordinated with the director in producing an awards show that highlighted all the nominees and award winners.
- Designed lower thirds, animated title cards, and organized various video montages.
- Delivered a seamless edit within a 72-hour turnaround, enabling the event to be successfully live-streamed on Vimeo.

Servpro, 6 HRS per week, January 2021-May 2021

Marketing & Digital Video Intern

- Attended high-level meetings with department and company leadership to discuss campaign performance.
- Contributed to the creation of company content to strengthen the SERVPRO brand; adjusted wording, graphics, and other factors based on campaign goals and intended platform.

Taste, 10 HRS per week, August 2020-January 2021

Marketing & Digital Video Intern

- Generated social videos that received 1.5M+ views and increased follower count by 2,000 users.
- Proposed topics and storylines that met the brand vision and aesthetics while capitalizing upon audience preferences.
- Produced, directed, and edited teasers and videos for publication on TASTE's social media platforms.

Annapolis Prosthodontic Associates, 30+ HRS per week, January 2019-April 2020

Digital Marketing Intern

- Streamlined office photography process, resulting in a high-quality image library for website and marketing materials.
- Designed a compelling photo album of before-and-after patient cases to educate and inspire patients in the waiting room. Organized and archived patient files, ensuring easy access and retrieval of essential information.

International Association of Fire Fighters, 32.5 HRS per week, June-August 2018

E18 Media Intern

- Completed various tasks to streamline day-to-day activities, including live video shoots.
- Coordinated the activities of talent, operated the teleprompter, and transcribed audio files.
- Participated in the entire production process, authored scripts, recorded voice-overs, updated video archives, and edited several PSA videos.

Rebounders Gymnastics, 12+ HRS per week, October 2017-May 2018

Recreational Coach

- Developed and delivered engaging gymnastics routines for girls ages 3-18 in classes of 9-15, fostering a fun and supportive learning environment that promoted skill development.
- Coached a diverse range of gymnasts, providing individualized instruction in a safe and encouraging atmosphere.
- Maintained a positive and inclusive environment, ensuring the safety and well-being of all participants while fostering teamwork and sportsmanship among girls of varying ages and skill levels.

Xtreme Acro and Cheer, 20+ HRS per week, July 2015- June 2017

Coach & Camp Counselor

- Provided personalized coaching through private lessons to athletes of varying skill levels, ranging from Level 4 to senior elite, as an independent contractor affiliated with Xtreme Acro.
- Oversaw and mentored campers ranging from 3 to 13 years old, providing guidance and support throughout their camp experience.
- Designed and delivered engaging routines, culminating in weekly performances that showcased the campers' progress and achievements.

Child, Pet Care, and Home Specialist, 12 HRS per week, October 2015-2023

Freelance

- 8 years of experience providing comprehensive care for a growing clientele of over 5 satisfied clients and 25 assignments.
- Provided safe childcare, ensuring the well-being of children and the security of client's homes.

Indian Creek School, 12+ HRS per week, July 2014

Camp Counselor

- Managed and delivered engaging camp activities for 30 campers ranging from ages 3-14.
- Successfully collaborated with fellow counselors to ensure a smooth-running camp experience.

First Class Gymnastics, 15+ HRS per week, January 2012-January 2014

Cashier & Facility Staff

- Managed front desk operations, including handling a high volume of phone calls and providing exceptional customer service.
- Drove sales and effectively maintained inventory at the Pro Shop.
- Oversaw and coordinated activities such as Open Gym sessions and Birthday Parties, while also leading the clean-up efforts to maintain an organized facility.

Education

Towson University

BS in Electronic Media and Film

Minor in Business Administration

Lambda Kappa Tau, Coed Media Production Society

Credentials

U.S. Veterans Affairs, Privacy and Information Security Awareness and Rules of Behavior

U.S. Veterans Affairs, Privacy and HIPAA Training

KnowBe4 Security Awareness Training

University of South Florida, Diversity, Equity, and Inclusion in The Workplace Certification

Unmanned Aircraft System-100 Remote Pilot Ground School

Safe Sets International Certification

CPR/First Aid Certified

Awards and Honors

Olympic Trials Women's Artistic Gymnastics Performer – San Jose, CA

Member of Team USA in Acrobatic Gymnastics World Championships, 2012, 2014, 2016

Radio City Performer, Americas Got Talent – New York City, NY

Make Your Mark Awards, Recipient of the Impact Award

Davey [Gold] – National Fish and Wildlife Foundation

Telly Awards [Silver] – National Fish and Wildlife Foundation

MarCom [Honorable Mention] – Hispanics Enjoying Camping, Hunting, and the Outdoors

National Society of Collegiate Scholars

Overall Outstanding Capstone Award Recipient, George Washington Online High School

USAG Region 7 Athletic Representative

Region 7 Athlete of the Year, Xtreme Acro & Cheer

Region 7 Athlete of the Year, First Class Gymnastics

Team Captain, Xtreme Acro

Team Captain, First Class Gymnastics, Annapolis, MD

Merit Scholarship for External Achievement, Indian Creek Upper School

Lead Model for Cirque de Soleil Line: GK Elite Sportswear – Reading, PA

Catalog Model for Alpha Factor Competitive Apparel – York, PA